

September 9, 2005

**EAC RFP # 05-08 RESEARCH AND MANAGEMENT ASSISTANCE TO THE
ELECTION ASSISTANCE COMMISSION TO PLAN AND ADMINISTER
VOTER INFORMATION PUBLIC ACCESS PORTAL DESIGN CONFERENCE**

PROPOSAL INSTRUCTIONS

All proposals shall be submitted electronically to Nicole Mortellito (nmortellito@eac.gov) by 5:00pm (Eastern Time) on September 14, 2005. Microsoft Word 2000 or above, Excel, and Microsoft Project are the required document formats. Technical and Cost Proposals shall be submitted as separate files.

Requests for clarifications and questions can be submitted electronically to Carol Paquette (cpaquette@eac.gov) no later than 5:00 pm (Eastern Time) on September 12, 2005. Any questions and answers will be distributed in writing to all potential bidders without attribution.

TECHNICAL PROPOSAL INSTRUCTIONS

In the Technical Proposal, bidders are requested to state each numbered item below, followed by the response to that item. All proposals should be as brief as possible. Please note there are page limitations for some items. Any additional materials submitted will not be considered in the evaluation.

1. Provide a project work plan that describes how the Contractor will accomplish each of the project tasks, including a PERT or Gantt chart indicating activities and milestones. Assume a project start date of September 26, 2005. Discuss each task in the Statement of Work beginning with 4(4) Summarize existing voter information public access portals.
2. Briefly describe your organization's previous experience with the specification and development of public access portals, particularly any experience with voter information portals. Describe other voter education and information services activities you have performed. Limit each description to no more than 2 pages.
3. Provide a brief description of your organization's qualifications to perform this work. Limited to 5 pages.
4. Provide 3-5 examples of comparable activities performed by your company in organizing similar technology-oriented conferences, in particular related to public access portals, or similar activities, in the past five years. Briefly indicate how this work is relevant to this EAC effort. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of performance, and value of the award. Limited to 2 pages per example.
5. Discuss what you consider to be the three principal factors that will determine the successful completion of this project and why.

6. Identify the three biggest risks to project success and how you will manage them.
7. Provide a brief description of the Project Manager's qualifications relative to managing the types of activities described in the Statement of Work. Provide several examples of comparable work performed in the past five years, with a description of the specific responsibilities of the Principal Investigator. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of performance, and value of the award. Limited to 2 pages per example. Provide a current resume.

COST PROPOSAL INSTRUCTIONS

You must provide the following information on the first page of the cost proposal:

1. RFP number
2. Date of submission
3. Name and address of offeror
4. Employer's Identification Number (tax ID #)
5. Point of contact name, telephone, FAX, and email address
6. Remittance address, if different from contractor address
7. Classification of business (E.g., small business; other than small business; small disadvantaged business; small woman-owned business. Indicate if self-identified or officially designated by Small Business Administration.)
8. Type of business organization (E.g., corporation, partnership, sole proprietorship)
9. Cognizant Federal Contract Audit Agency (if applicable)
10. Whether your organization is subject to cost accounting standards
11. Payment terms, e.g., monthly, upon completion of deliverables. Provide a completed and signed EFT form for electronic payment. This form can be obtained from Nicole Mortellito and is included in attachment form on the initial e-mail you received regarding this RFP. For copies please e-mail Nicole at NMortellito@eac.gov.
12. Proposed cost
13. Name, title, and signature of individual authorized to commit organization
14. The following statement:
 "This proposal reflects our estimates and/or actual costs as of this date. BY submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type or form or whether specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price."

Provide the breakdown of the following basic cost elements, as applicable, beginning on the second page of the cost proposal:

1. Direct labor – Provide a monthly breakdown of labor hours, rates, and total cost by appropriate labor category, based on your internal cost accounting system.
2. Subcontracts – List each subcontract, the services obtained, and the amount. If any one subcontract exceeds \$100,000, you must include the subcontractor cost proposal as an appendix.
3. Other Costs – Provide total cost estimate by category: e.g., travel, computer charges, consultant services, etc. For Task 6, the Contractor is responsible for all the costs associated with conducting the conference, e.g., meeting space, audiovisuals. The EAC will reimburse participants for travel and other authorized expenses.

EVALUATION CRITERIA

These are the criteria and possible point values that will be used to evaluate the proposals:

1. Well-defined and organized work plan including discussion of how Contractor proposes to perform all tasks identified in the Statement of Work. Particular attention will be given to a demonstrated knowledge of public information dissemination and effective methods of collecting data from states and local governments. (25 points)
2. Organization's previous experience with the specification and development of public access portals. (20)
3. Other relevant organizational experience. (15 points)
4. Project Manager's relevant experience. (15 points)
5. Reasonableness of allocation of resources to work components. (10 points)
6. Compliance with proposal instructions. (5 points)
7. Results of reference checks. (10 points)
 - a. Was work done on schedule?
 - b. Was work done within budget?
 - c. Describe quality of work product.
 - d. Describe working relationship.
 - e. Describe unique insights, value-added results that Contractor produced.